

**AGENDA: PUEBLO CITY-COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 28, 2016 – 5:30 p.m. – Rawlings Library**

I. CALL TO ORDER AND ROLL CALL

Marlene Bregar	Lyndell Gairaud	Philip Mancha
Doreen Martinez	Donna Pickman	Fredrick Quintana
Jim Stuart		

II. CORRECTIONS AND MODIFICATIONS TO AGENDA

The Board or Executive Director may suggest corrections or modifications to the agenda at this time.

III. APPROVAL OF MINUTES

OVERVIEW: Minutes of the Library Board Work Session held on December 8, 2015 and Minutes of the Regular Library Board meeting held on December 10, 2015 were provided to Board members prior to the meeting.

RECOMMENDED ACTION: That the Library Board approve:

- Minutes of the Library Board Work Session held on December 8, 2015
- Minutes of the Regular Library Board meeting held on December 10, 2015

IV. REPORTS

A. Executive Director Report

Review and highlight library activities and programs.

Midori Clark, Director of Community Relations and Development, will provide a report on 2015 All Pueblo Reads outcomes.

B. Friends of the Library Report

C. Pueblo Library Foundation Report

D. Attorney Report

E. Employment Changes

F. Financial Report

OVERVIEW: The Board is asked to ratify the December 2015 bills and accept the December 2015 Fund Statements. Sherri Baca, Chief Financial Officer, will provide a synopsis of the Financial Report and will be available to answer any questions.

RECOMMENDED ACTION: That the Library Board approve the December 2015 bills and accept the December 2015 Fund Statement as contained in the January 28, 2016 Board materials.

V. BOARD COMMENT

VI. PUBLIC COMMENT

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. Announcements

- ☐ Doreen Martinez has been appointed to a five-year term as a member of the library district Board of Trustees effective January 2016 through December 2020.
- ☐ The Library will be closed on Monday, February 15, 2016 for the Presidents' Day holiday which will be used for staff development.

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- ☐ The next regular Work Session is tentatively scheduled for Tuesday, February 16, at 3:00 p.m. in the Ryals Room at the Rawlings Library.
- ☐ The next regular Board meeting is tentatively scheduled on Thursday, February 25 at 5:30 p.m. at the Library @ the Y, 3200 Spaulding Avenue.

B. Action/Discussion Items

1. Election of Officers

OVERVIEW: The Bylaws provide "The annual meeting shall be held at the time of the regular meeting in January. Officers shall be elected at the annual meeting."

RECOMMENDED ACTION: That nominations for President and Vice President of the PCCLD Board of Trustees be made and an election held.

2. Selection of 2016 Board Meeting Dates, Times and Locations

OVERVIEW: The Bylaws provide that "The date, hour, and location of the meetings shall be set by the Board at its annual meeting." Recommendations have been discussed at prior Trustee work sessions.

RECOMMENDED ACTION: That the PCCLD Board of Trustees approve the dates, times and locations for the 2016 regular meetings and work sessions, as presented at the January 26 Work Session.

3. Posting 2016 PCCLD Board of Trustees Meetings Notice

OVERVIEW: The Trustees adopted a resolution in 2013 establishing the Rawlings Library's community bulletin board as the location for posting all public meeting notices of the PCCLD Board of Trustees.

RECOMMENDED ACTION: That the PCCLD Board of Trustees take action to designate the community bulletin board at the Rawlings Library as the location for posting all public meeting notices for the PCCLD Board of Trustees for calendar year 2016, that all regular and special meeting notices will be posted at least 24 hours prior to scheduled meetings, and designate the Executive Director as the Board's representative to answer all questions about all postings.

4. Pueblo Library Foundation

OVERVIEW: The Trustees discussed a recommendation from the Friends of the Library to appoint Dustin Hodge to a three-year term on the Pueblo Library Foundation Board of Directors at the January 26 Work Session. All appointments to the Pueblo Library Foundation Board of Directors require approval by the PCCLD Board of Trustees.

RECOMMENDED ACTION: That the Board of Trustees approve the appointment of Dustin Hodge to a three-year term as the Friends of the Library representative on the Pueblo Library Foundation Board of Directors.

5. AMH Maintenance and Support

OVERVIEW: The library district has budgeted maintenance costs for Automated Materials Handling equipment operating at the Rawlings, Pueblo West, Lamb and Barkman Libraries. An invoice has been received for \$58,770, which is the contracted annual amount. Board approval is required since the cost exceeds \$25,000. The Board discussed the invoice and agreement at the January 26 Work Session.

RECOMMENDED ACTION: That the Board approve the payment of the RFID Library Solutions, Inc. invoice in the amount of \$58,770.00.

6. 2015 and 2016 Property Disposal Requests

OVERVIEW: According to policy, "In January of every year, a disposal of property request form will be submitted to the Board of Trustees so that a broad determination can be made to donate or discard weeded collection materials, which are considered to

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be fixed assets in the aggregate, as well as to dispose of miscellaneous surplus furniture and equipment.” The Board of Trustees discussed the recommended 2015 and 2016 Property Disposal Requests at the January 26 Work Session.

RECOMMENDED ACTION: That the Trustees approve the 2015 and 2016 Property Disposal Requests for weeded material to the Friends of the Library, charitable organizations or recycle.

7. Courier Service Contract

OVERVIEW: The library district has received a proposed contract renewal with R&S Delivery Service to provide daily materials courier services among PCCLD branches for an annual cost not to exceed \$57,460. The contract was discussed at the January 26 Work Session.

RECOMMENDED ACTION: That the Board approve staff to contract with R&S Delivery Service for courier services at a cost not to exceed \$57,460.

8. Legislative Lobbyist Support

OVERVIEW: The library district has budgeted \$30,000 for lobbying on behalf of PCCLD's interests in the Colorado state legislature. The Board of Trustees discussed moving forward with this effort and appointed a sub-committee to work on the project at the January 26 Work Session.

RECOMMENDED ACTION: That the Board approve action by the sub-committee for lobbying efforts on behalf of PCCLD at a cost not to exceed \$25,000.

IX. ADJOURNMENT